

The World's Number One AppleWorks User

by Randy Brandt

Ever wonder who makes the most impressive use of AppleWorks? I could mention Keith Johnson's planetarium controller, Meir Weingarten's tour agency record-keeping system, or Dave Ciotti's youth basketball statistics. But I believe the honors for the world's foremost AppleWorks user go to Jack Freedman of Brooklyn, New York.

Jack owns Superior Watch Service, one of the leading watch repair companies in the country. Their three 10-megahertz Apple IIGs computers, equipped with plenty of RAM and fast hard drives, keep Superior Watch ticking. All the computer operations are automated with AppleWorks 5, controlled by a dozen custom task files using a seemingly endless number of data files and templates.

Here's the story of this complex and powerful system.

Getting Started

It was early 1992 when I received a call from a Mr. Freedman who described the business he ran with AppleWorks 3 and UltraMacros. He wanted to fly me to New York to refine his system. I found it hard to believe that anyone would invest so much time and money in AppleWorks, but the lure of visiting the Big Apple was irresistible. So in mid-February I was on a plane with a briefcase full of disks and novels. After a snowstorm forced an overnight stay in Milwaukee, I made it to New York the next morning, eager to work. I hailed my first New York cab and hopped into the back. As we pulled away from the curb, the cabby noticed me fumbling around between the seats and asked what I was doing. When I responded that I was trying to find the seat belt, he started laughing so hard I thought we'd go off the road. Somehow my

briefcase and I arrived at Superior Watch intact.

Jack Freedman gave me an Apple IIGs and the work began. For the next several days, I wrote macros from morning to evening and began learning about the fascinating Swiss watch industry. I discovered that Jack is a true craftsman, repairing and fine-tuning watches that cost more than my car. I also discovered tasty kosher meals and

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General Interest...

enjoyed seeing the United Nations, Trump Plaza, the World Financial Center, and more. I was especially struck by the contrast between the squalor of the streets with the grandeur of the interiors in most of the buildings. I even felt like a big-shot programmer settling into my room at the World Trade Center Vista Hotel each night, rising for continental breakfasts with Wall Street types before taking a cab back to work each morning.

We wrapped up our project on Friday before Jack's Sabbath. That gave me time for a little more sight-seeing, and on Sunday I left, assuming that would be the end of the story, other than a few macro tweaks by mail.

The Second Round

JEM Software released Ultra 4 later that year. Jack wanted Superior Watch to be on the cutting edge, so I returned to New York on the anniversary of my first visit to upgrade his system. This time I stayed at a hotel in Brooklyn within walking distance of the office. Since they didn't have cable TV and I couldn't feed my sports addiction, I passed the evenings jotting down ideas for what would become AppleWorks 4. (I had agreed to start working with Quality Computers in March 1993 and thought I could pitch AppleWorks 4 to them as my first project. Working with people who actually used AppleWorks to run a business suggested many new features for the program.)

The week passed uneventfully until Friday, my last day at Superior and the day of the infamous World Trade Center bombing. My ride to Manhattan took two hours that afternoon, and I was there to see the hundreds of emergency vehicles and smoke pouring from the windows. This time Superior Watch had booked me at the Hotel Novotel instead of the World Trade Center, so I was safe. I spent the evening watching coverage of the bombing, until happily escaping back to Denver the next morning, hoping that the terrorists didn't have an airport or airplane bombing planned as a follow-up.

The next month Quality accepted my proposal for AppleWorks 4, so Dan Verkade and I set out to take AppleWorks to another level. We finished by the

end of 1993, and Jack called to schedule my next trip to Brooklyn. For the third consecutive February, I flew east to work on AppleWorks. It was "déjà vu all over again" as I sat in my hotel at night jotting down ideas for a new AppleWorks; this time planning version 5 while munching tasty pastries from a little shop in the neighborhood.

Interesting Uses

Now that you know Superior Watch's AppleWorks story, let's examine a few of the interesting ways the company uses the program.

Paying the Bills

Writing checks is a way of life for any business, and Superior Watch has an Apple IIGS whose primary task is check writing. Its printer is loaded with checks, and its hard drive stores all the check-book information. Since this is sensitive data, I wrote a .password command into UltraMacros to protect the company's financial data. (That's the genesis of the .password command on the Apple-

Works 5 disk. You might also like to know that the .justify command in AppleWorks 5 was originally written so Superior Watch's checks could have numbers following a string of "*" filler characters.)

The check writing software keeps a running balance and allows debits, credits, voids, reconciling, and the like. There is

also a payroll module which supports regular-time and over-time pay, duplicates standard entries, and calculates all taxes – and that's a major task in New York! A key feature of the check writing software is its speed; everything is easily accessible with a few keystrokes, and happens in a hurry.

Estimates and Invoicing

A watch service business receives watches, issues estimates, performs the work, and mails invoices. AppleWorks helps Superior with all these functions.

When a watch arrives for service, an operator uses a macro, data base glossaries, and imported data to create an invoice record and assign it a job number

" I wrote the .password command to protect the company's financial data."

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in the "open jobs" file. The customer number links the job to the customer data base which contains the customer's address, payment method, credit history, and the like. A macro automatically generates welcome letters for all new customers.

The watches then go to the shop where they are examined and estimates are prepared. Once approved, work begins. Data base glossaries automatically record standard procedures, such as "Replace Crystal" or "Reseal and Watertest". The watch is analyzed and returned to the shipping/receiving department where invoices are issued and the watch is shipped back to a happy customer.

The macros developed for Superior support both batch processing and individual record entry, which provide greater flexibility for the company. The macros print alert letters for customers who are behind in their payments, and even dreaded hold letters with degrees of threats ranging from "please pay so we can ship your watch" to "we know where you live and Randy is itching to test his new macro-controlled nuclear fission TimeOut application".

As with the check writing macros, speed is of the essence. Jack is always searching for new ways to do more in less time with fewer keystrokes. Customers are amazed at how quickly the company can access their records during a phone call. Since Superior Watch is a Swiss factory-authorized repair center, they do a great deal of work for jewelers around the country, and it's vital that information be instantly available. AppleWorks 5 makes that possible.

"You Can't Do That!"

Many professional watch service centers use a machine called a "Wicometre" to analyze a watch's performance. The Wicometre uses a microphone to detect the rate, beat, and amplitude of the sound generated by a balance-wheel watch to indicate its accuracy. The Wicometre has two ports: a serial port and a parallel port that connects to a printer and generates a report that goes with the watch to the workbench. I created a data base file and a macro that makes it easy to input the data and auto-

matically calculates the averages and differences in each category in the six standard watch positions used for diagnostics.

Typing in eighteen values for each watch got tedious, so I set about automating the process. The manufacturer indicated that an IBM PC was the only way to read the Wicometre data directly into a computer. We didn't believe them, so Jack ordered a custom-made serial cable to connect the serial port on the Wicometre to the IIGS modem port. Then I developed a TimeOut application that enabled a macro to read data from the serial port. (I used my 386 computer to simulate the Wicometre by sending dummy data to the IIGS with a communications program configured to the Wicometre's settings.)

After some experimenting, we created a fully automated system. The operator simply starts the macro and moves the watch to the six standard positions. The macros plug all twenty-four values into the data base record without anyone touching the com-

"Once again, AppleWorks and the Apple II accomplish a task thought impossible without a 'real' computer."

puter. Then one keystroke prints a report. If the operator is interrupted while the analysis is going on and needs to switch to other AppleWorks files, the macro later resumes where it left off. AppleWorks also stores the test data for comparison with the post-repair performance of the watch.

Once again, AppleWorks and the Apple II easily accomplish a task considered impossible without a "real" computer, and difficult even then. In fact, Jack claims that our system provides more accurate data than the manufacturer's IBM software because we added a stabilization period before reading each new position.

Rapid Searching

The company often needs to access records for a specific watch. Since a watch can be repaired or serviced several times over a period of years, Superior needed a fast way to search a large volume of data. I wrote a custom TimeOut application called DB DiskSearch which does just that. Here's how it works:

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The system creates a large disk file for each of the five brands serviced by Superior Watch (Porsche Design, IWC, Orfina, Blancpain and Girard-Perregaux). Each file contains all the invoices for that brand sorted by serial number. A much smaller file contains the large file's disk offset to the first record for each watch. When the serial search macro is activated, it first checks the active jobs file for any entries. Then it finds the specified serial number in the summary file and tells DB DiskSearch exactly where to look to extract the appropriate records. All the records are plugged into a temporary report data base and a report is printed to the word processor.

Superior can now get a complete summary for a watch in about 15 seconds; normal AppleWorks searches took about 75 seconds and were doomed to get slower each year. The new method will take about 15 seconds even years from now when much more data is involved. (Thanks to Jack's generosity, the DB DiskSearch TimeOut application that I developed for Superior will be included on my upcoming "Grand Finale" disk.)

Conclusion

As you can see, amazing things are being done with AppleWorks. I hope that you enjoyed the history behind AppleWorks 4 and 5, and most of all, I hope this article inspires you to be creative with the program. You'll find that the power and flexibility built into AppleWorks can keep you ticking long into the twenty-first century.

Jack Freedman appreciates the help he receives from NAUG members and would like to reciprocate by offering his help to any NAUG members who wish to call him at (800) 275-4687. Jack is a charter member of NAUG and is now starting his second decade as a NAUG member. ■

*[Randy Brandt was the project manager and lead programmer for AppleWorks 4 and 5. His JEM Software will soon publish *Deja Vu*, a program that runs AppleWorks 5 on the Macintosh. He enjoys sports, reading, teaching an adult Sunday School class, and changing his twins' diapers. The author thanks Jack, Fay, Sara, and Joseph at Superior Watch for their friendship and patience as they struggled through bugs and challenges in implementing this incredibly powerful system!]*

AppleWorks News

Sources of Apple II Hardware

NAUG members looking for sources of low priced Apple II hardware, should request the latest catalogs from the following companies:

ABC Direct

Dave Hardaway, a former Applied Engineering employee, recently launched ABC Direct, a mail order company that sells equipment for Apple II and Macintosh computers. ABC Direct is one of the last remaining sources for Applied Engineering's Apple II memory and interface cards and Apple II-compatible 5.25-inch, 3.5-inch, and removable hard drives and controller cards.

[ABC Direct; (800) 481-6782; Dallas area: (214) 306-5494; Fax: (214) 307-0375; e-mail: abcdirect@aol.com.]

Sun Remarketing

Sun Remarketing is known for its excellent quality used and refurbished computers and peripherals. The company continues to carry a complete line of Apple II-compatible products, including used dot matrix printers for \$49.

Sun Remarketing is now selling brand new Apple IIe computers for \$99 and new Apple IIGS ROM 3 systems with one megabyte of RAM for \$349. At these prices you can replace your CPU for little more than the cost of repairing your old system.

[Sun Remarketing, Box 4059, Logan, Utah 84323; (800) 821-3221; Fax: (801) 755-3311.]

Jameco Electronic Components

Jameco makes its name selling components for computers and other electronic devices. The company continues to carry Apple II-compatible cards and power supplies. For example, the latest Jameco catalog lists brand new Apple power supplies, floppy disk controller cards, Super Serial Card clones, parallel printer cards, and other Apple II-compatible products at attractive discount prices.

[Jameco Electronics, 1355 Shoreway Road, Belmont, California 94002; (800) 831-4242; Fax: (800) 237-6948; (415) 592-2503.] ■

How to Prepare Memos with AppleWorks

by Frank Galligan and Sam Cox

This article is part of a continuing series that describes projects you can create with AppleWorks and TimeOut SuperFonts. This month you will design half-page (5.5-inch by 8.5-inch) documents you can use for your memos. You will also learn how to print multicolor SuperFonts documents with the Print Gocco screen-printing kit.

Our computer-neophyte friends are continually amazed at the clever things we do with our Apple IIs. But NAUG members realize that you don't need a multimedia computer to write letters, manage your finances, or prepare classroom hand-outs. AppleWorks and TimeOut SuperFonts even let you design gifts including the magnets, key chains, and coffee mugs that you learned about in the previous articles in this series.

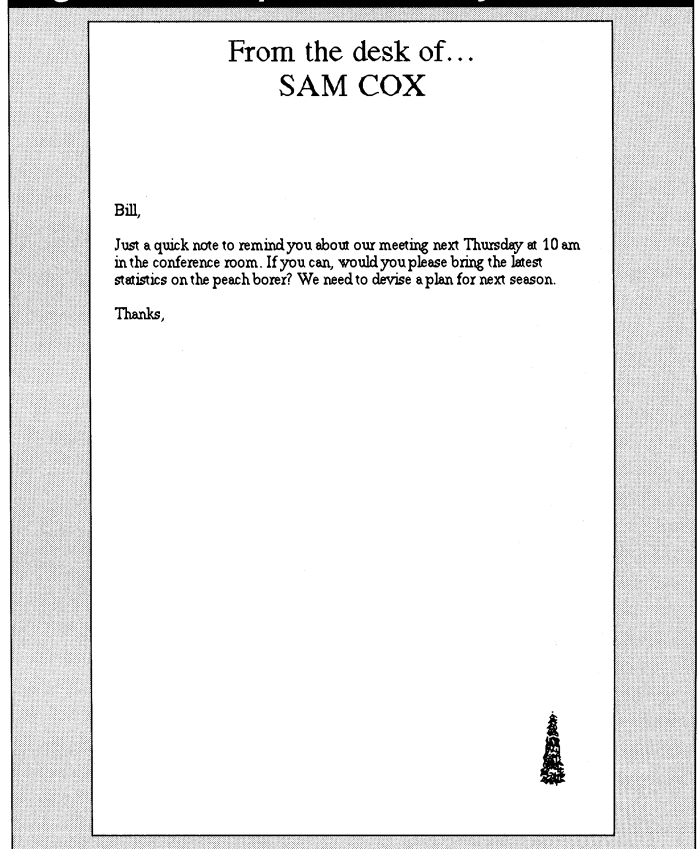
This month, you will learn how to make personal-size stationery that is 5.5 inches wide by 8.5 inches tall, or exactly one-half the size of an ordinary sheet of paper. Small stationery, like the memo pad pages in *Figure 1*, is perfect for your brief notes and messages.

Overview

The following tutorial shows you how to create a SuperFonts template that contains a letterhead, a small graphic, and room for up to 26 lines of text. To send a note, you open the template, type your message, and print it on a half-sheet of paper. You can also print a page without a message and have a local copy shop create personalized memo pads from your template.

You can even use the template to design personalized stationery masters that you reproduce in full color on an inexpensive, easy-to-use, hand printer called the Print Gocco. The Print Gocco lets you add a rainbow of color to all your small Super-

Figure 1: Sample Stationery



Fonts projects, including the greeting cards and gift items you created in the previous articles in this series. [Ed: AppleWorks GS users should see the sidebar entitled "AppleWorks GS Stationery" for tips on using that program to create your note paper.]

Figure 2: SuperFonts Template

```
File: Memo.Cox                REVIEW/ADD/CHANGE                Escape: Main Menu
=====
<1=/HD1/APPLEWORKS.3.0/FONTS/TIMES.24>
<2=/HD1/APPLEWORKS.3.0/FONTS/TIMES.12>
<p1=/HD2/Publish.It.4/House>
-----Left Margin:  0.2 inches
-----Right Margin: 0.5 inches
-----Paper Length: 8.5 inches
-----Platen Width:  5.5 inches
-----Top Margin:   0.5 inches
-----Bottom Margin: 0.5 inches
-----Centered
      <1> From the desk of...<2>
      <1> SAM COX
-----Unjustified
<2>
[Empty lines with dashed left margin]
-----Right Justified
                                <p1,450,000,528,067>
-----3.08M Avail.
Type entry or use ⌘ commands      Line 45 Column 1      04/12/95 8:30 am
```

What You Need

You need the following software and supplies to complete this project:

- AppleWorks 2.0 or later enhanced with TimeOut SuperFonts and TimeOut Paint.
- Publish It! or any other double high-resolution clip art. (We will use the largest evergreen in the “HOUSE” clip art file from Publish It! in this tutorial.)

- Scissors or a paper cutter to cut the paper to size.

Beginning the Template

You will begin by creating a SuperFonts document that contains the appropriate Load Font commands. Follow these steps:

1. Launch AppleWorks and create a new word processing file named “Memo”.
2. Insert the first two SuperFonts Load Font commands from *Figure 2* at the beginning of the document. Change the text to the pathname that is appropriate for your system. *[Ed: You can use TimeOut Pick-Fonts to enter these commands.]*

You will use the Times.24 font for the two-line memo header. You will use the Times.12 font for the space between the two lines and for the text in your memo.

Selecting the Graphic

Next, you will use TimeOut Paint to determine the coordinates of your graphic. Continue with these steps:

1. Launch TimeOut Paint, select “Open” from the File Menu, and navigate to your clip-art file. If you are using the Publish It! graphics, open the “HOUSE” file which contains the evergreen graphic.
2. Choose “Coordinates” from the Goodies Menu.
3. Select “Marquee” from the Tools Menu. Then use the Marquee Tool to determine the upper left-hand and lower right-hand coordinates of the largest of the three evergreen trees in the House file. *[Ed: The Menu Bar will not let you position the Marquee at the upper left-hand corner of the graphic. You can assume that the top of the graphic has a vertical coordinate of*

SuperFonts Projects...

000, which represents the top of the screen. The upper left-hand coordinate on our system is 450,000.] Write down the coordinates.

4. Quit TimeOut Paint. Do not save your changes to the clip-art file.

Formatting the Template

Now you are ready to add the Load Picture command and enter the printer options in your AppleWorks template. Follow these steps:

1. Move the cursor to the third line of the template and type the Load Picture command in *Figure 2*.
2. Edit the pathname for your system.
2. Use Apple-O to enter the printer commands on the next six lines of the document. These commands define the left and right margins, paper length, platen width, and top and bottom margins respectively. The paper length and platen width settings in *Figure 2* will produce the page-size output you want for your memos.
3. Press Apple-Z if the printer options do not appear on your screen.

Completing the Template

Next, you will create the header, insert some blank lines for the message area, and define the location of the pine tree graphic. Continue with these steps to complete your template:

1. Use Apple-O to insert the "Centered" option on line 10. That will center the header.
2. Type <1>From the desk of...<2> and press the Return Key. The "<2>" command tells SuperFonts to insert a 12-point space between the lines.
3. On line 12, type <1>SAM COX to print the name in 24-point text. Press the Return Key.
4. Insert an "Unjustified" command on line 13. You do not want to center the messages you will type later.
5. On line 14, type "<2>" to switch to 12-point Times. Press the Return Key 29 times to insert the blank lines in your template. Later, you will use these lines to accommodate your message.

AppleWorks GS Stationery

Thanks to its visual nature and on-screen rulers, AppleWorks GS makes it easy to create your stationery. Centering a letterhead is as quick as clicking on the "center" icon on the ruler. Changing fonts means pulling down a menu or two.

The trick to producing AppleWorks GS stationery is to create your designs in the program's page layout module. Just create three objects: A graphics frame for your clip-art, a text frame for the header, and a blank text frame for the message. Although AppleWorks GS lets you print in color, the Print Gocco hand printer is the better option if you want to make multiple copies of your note paper design.

6. On line 43, insert a "Right Justified" command. This will cause the graphic you specify on the next line to print at the right margin.
7. On line 44, type <p1,450,000,528,067> to enter the Put Picture command and the graphic's coordinates. [Ed: Substitute the coordinates you wrote down earlier when you chose the graphic.]
8. Save the template.

Previewing and Printing

Now you are ready to print a sample copy of your stationery. Follow these steps:

1. Press Apple-Escape and launch SuperFonts.
2. Press the Return Key to print from the beginning of the document.
3. In response to the next two prompts, select "The screen", type "H" for high quality printing, and press the Return Key twice. SuperFonts will display your stationery design on the screen. Press the Space Bar twice to see the pine tree graphic at the bottom of the document.
4. Make any changes you want to the design and re-save it. Preview the edited design to make sure it is correct.
5. Insert a new ribbon and a half-sheet of paper in your printer. Then use SuperFonts to print a sample of the template. The printout should look like the example in *Figure 1*. If you like

Printing Color Stationery

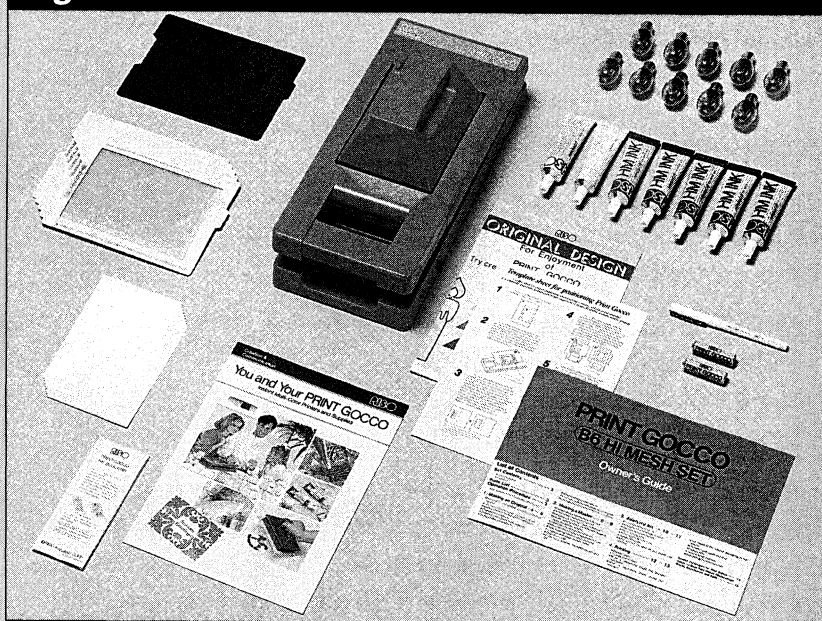
Now that you've created attractive memo pads, there's no better way to add zip to your memos than by using color in your designs. Riso's "Print Gocco" system does just that.

Print Gocco is a screen printing system that lets you print hundreds of copies of your SuperFonts documents in full color for a fraction of a penny per sheet. Colorful, personalized stationery makes a great gift, too. The \$90 kit contains everything you need to create five projects; the printer, screens, bulbs, seven colors of ink, and an 18-page instruction booklet (see *Figure A*).

Here's how to use Print Gocco to color this month's SuperFonts creation:

1. Make a photocopy of your personalized memo stationery. The Print Gocco system requires a carbon toner original.
2. If the original document is larger than the 3.5-inch by 5.5-inch size accommodated by the Print Gocco unit, you must scale down the document. For this month's project, that means cutting out the memo header and small graphic and then positioning and gluing them on a piece of 3.5-inch by 5.5-inch paper. (You can print large, full-color documents in sections by creating several Print Gocco masters and printing the document in two or more passes. But until you become familiar with Print Gocco's capabilities, we suggest that you stick with the standard 3.5-inch by 5.5-inch size limit.)
3. Place the design on the Print Gocco printing platform and put a screen in the machine.
4. Insert two flashbulbs into the battery-powered lamp housing, attach the housing to the Print Gocco unit, and press down on the handle to discharge the bulbs. The flash "burns" your SuperFonts design into the screen. Then remove the lamp housing.
5. Squeeze colored ink from the ink tubes onto the screened image. For the memo in *Figure 1*, I

Figure A: Print Gocco Kit



used black ink for the header and green ink for the pine tree. Print Gocco ink is available in a variety of colors including fluorescent, metallic, and pastels. You can also mix inks on a palette to create your own hues. If the areas of the stencil that you want to color are close to each other, you can use foam "ink-blocking" strips to separate the colors. Our memos didn't need the ink-blocking material because the two printed areas were at least one-quarter inch apart.

6. Insert the inked screen into the Print Gocco unit and put a blank piece of paper on the print platform. Depress the unit's handle to press ink through the microscopic pores of the stencil onto your paper. Remove the first copy, insert a new piece of blank paper, and print a second copy, a third, and so on. Using Print Gocco is as easy as using a pre-inked rubber stamp.

The Print Gocco B6 Hi Mesh Set includes everything you need to create five masters. You can make hundreds of copies of each memo design from one master. Simply replenish the ink on the stencil when it starts to run out. Additional Print Gocco supplies are available at reasonable cost (see "Company List" on the following page).

— Frank Galligan

Company List

Print Gocco B6 Hi Mesh Set
Part # R4548500 – \$89.90

Dick Blick Art Materials
Box 1267
Galesburg, IL 61402-1267
(800) 447-8192
Fax: (309) 343-5785

the output, take the page to a local copy shop and ask them to make memo pads from your printout.

6. Save and lock your template.

Using the Template

Now follow these steps to use the template:

1. Load a copy of the template. Use the Apple-N command to change the name of the file.
2. Move the cursor to line 15 and type your message. Your note should not exceed 26 typed lines.
3. Use Apple-Z to view the printer options. Move the cursor to the line above the line with the "Right Justified" command. Use Apple-D to delete as many blank lines as necessary to position "Right Justified" on line 43. (This command must be on line 43 for your stationery to print correctly on 5.5-inch by 8.5-inch paper.)
4. Print the sample memo. Your output should look like the example in *Figure 1*.

Conclusion

As you can see, the customized small stationery you create with SuperFonts is a convenient vehicle for short correspondence, memos, and lists. Coloring your creations with Print Gocco gives your stationery a professional look that makes it a pleasure to use yourself or to give as gifts. ■

[Frank Galligan is an amateur musician and avid computer user who can do just about anything on his Apple II that he can do on his Power Macintosh or PC.]

[Sam Cox has retired from two careers: As an Electronic Technician for the United States Navy and a Park Manager for the State of Maine. He started using an Adam Computer in 1984.]

[Ed: Working copies of this template and a sample memo appear on this month's issue of NAUG on Disk, which costs \$10 from NAUG. The template requires AppleWorks 2.0 or later, enhanced with TimeOut SuperFonts. NAUG on Disk requires a 3.5-inch disk drive.]

Early Bird Offer on Deja II

JEM Software recently announced plans to release **Deja II** (code-named Phoenix), which lets you run AppleWorks 5 on a Macintosh. According to Randy Brandt, President of JEM, **Deja II** offers Macintosh users all the features of AppleWorks 5 including macros, TimeOut, and everything else you've grown to love about the program.

Deja II will list for \$128. Upon release this summer, **NAUG** members will be able to buy **Deja II** for \$75. However, JEM is offering a limited number of qualifying **NAUG** members the following special "early bird" offer:

NAUG members who qualify with JEM and who agree to assist in the final testing can buy **Deja II** for \$64 (plus \$3 s/h; Colorado residents, add 3% sales tax). To qualify you must own AppleWorks 5, have a demonstrated interest in AppleWorks, and have an e-mail address. Accepted applicants will receive beta versions and a final release copy when **Deja II** officially ships.

Early bird applicants should include a check payable to "JEM Software" and the model Macintosh they will use with **Deja II**. Also include your e-mail address (America Online is preferred) and any areas you'd like to test (word processor, macros, TimeOut, and so forth). Please write "early-bird" on the envelope.

JEM will accept credit cards for the completed product, but early bird applications must be accompanied by a check payable to "JEM Software". Please include a note indicating whether you want JEM to return your check or credit it towards a **Deja II** purchase if no more early bird positions are available.

JEM expects to ship the final version of **Deja II** by August 1, 1995.

[JEM Software, 7578 Lamar Court, Arvada, Colorado 80003; Fax: (303) 422-4856.] ■

How to Use “One Touch Commands” with AppleWorks

by Will Nelken

This is the third in a series of articles that describe how to use the powerful macro capabilities built into AppleWorks 4.x and 5.x. The author assumes that you know the basics of AppleWorks and that you activated TimeOut, InitManager, and UltraMacros as instructed in the first article of this series.

Most AppleWorks users are familiar with the user-programmability that UltraMacros adds to AppleWorks. But UltraMacros adds other important features, including support for “extended command sets” – macro-based applications that add functionality to AppleWorks. [Ed: These are called “one touch commands” because you launch them with a simple keystroke from the TimeOut Menu.]

You’ll find many of these useful command sets on the One Touch Commands Disk sold by Quality Computers, the publishers of AppleWorks. This inexpensive disk contains 14 TimeOut applications that add professionally developed commands to AppleWorks 4.0 or later.

This article describes each of the commands on the One Touch disk. (Figure 1 lists the commands on the disk.) Additional instructions for each command appears in word processor files in the Extras directory on the disk.

Getting Started

Before you use one touch commands, you must add them to your TimeOut Menu. You can do this in two ways:

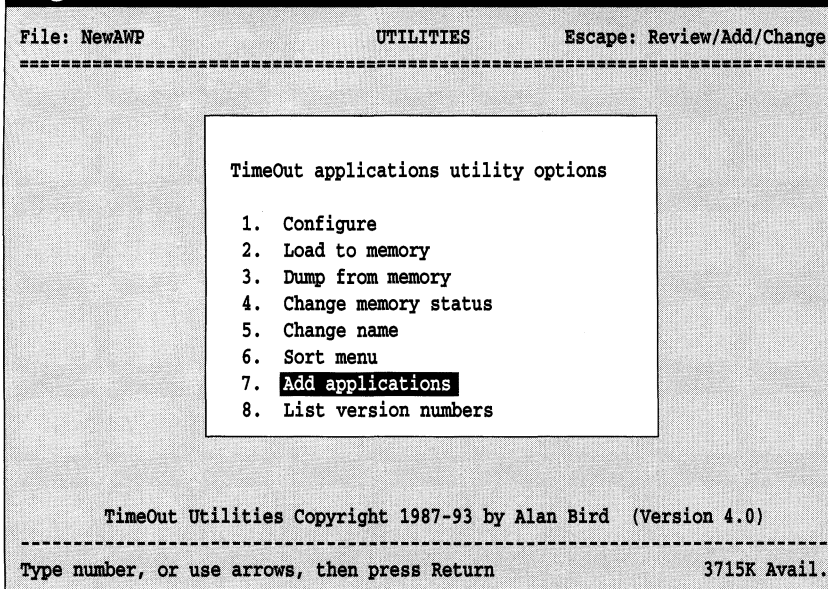
Method 1: Insert the One Touch Commands Disk in a drive and add the applications to a new TimeOut Menu. Follow these steps:

1. Press Open Apple-Escape to display the TimeOut Menu and select “Utilities”.
2. Choose “7. Add applications” (see Figure 2). Navigate to the One Touch disk and press the Return Key to load the applications into a new TimeOut Menu.
3. Press the Escape Key to return to AppleWorks.

Figure 1: Commands on the One Touch Disk

<u>Command</u>	<u>Description</u>
DJ Two-Side	Prints two-sided documents on single sheet printers.
FileFinder	Searches your disks for a file.
Hangman	Plays a game of Hangman within AppleWorks.
IW Two-Side	Prints two-sided documents on continuous feed printers.
Load Workset	Loads multiple files onto the desktop.
Number2Words	Converts a number to text.
oa-H Swap	Changes your oa-H printer.
Pop-Up Calc	Provides a pop-up calculator.
PrintClip	Prints a section of a document.
Print Label	Prints a single name and address label.
SaveClip	Saves a section of a document in a disk file.
Screen Color	Changes the colors on your Apple IIGS screen.
Typing Speed	Tests your typing speed.
Boxdraw	Draws a box around text on your screen.

Figure 2: Utilities Menu



commands will appear on your TimeOut Menu. (If you have more than 30 TimeOut files, TimeOut will automatically create multiple menus. Use the Tab Key to switch between them.)

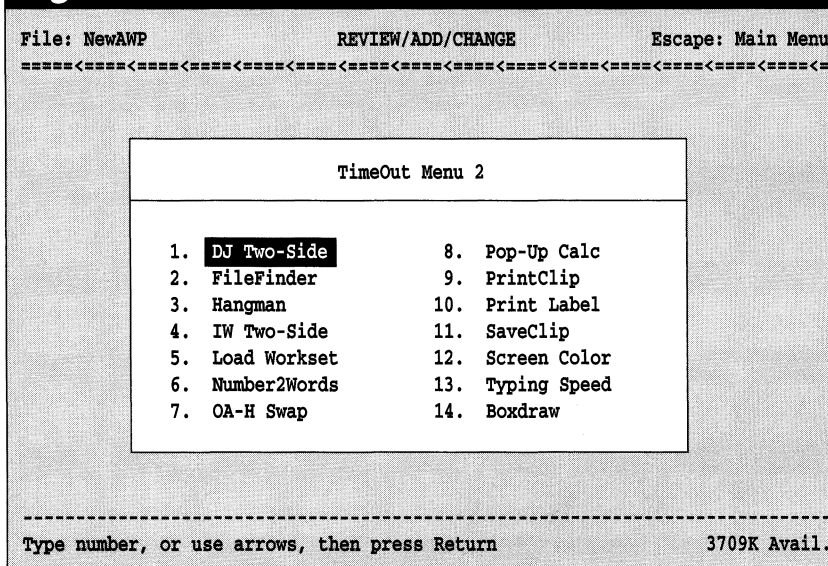
Now that you have the One Touch commands visible in a TimeOut Menu, let's see what they can do for you.

“DJ Two-Side” and “IW Two-Side”

These applications can print lengthy word processor files as two-sided documents. “DJ Two-Side” is designed for the Hewlett-Packard DeskJet 500 printer but works with other single-sheet fed printers (even laser printers). “IW Two-Side” is designed for Apple’s ImageWriter printers but works with other tractor-fed (continuous form) printers.

Try “DJ Two-Side” with a DeskJet: With a completed word processor document on your screen, choose DJ Two-Side. A few flashing screens momentarily mask some internal calculations, then you select your printer from the displayed list. Double-check that your printer is ready, press any key, and AppleWorks will print your odd-numbered pages in reverse order. AppleWorks then displays the message “When printing is finished, remove odd pages in a stack and replace in paper tray, top of page first, with Page 1 facing up.”

Figure 3: New TimeOut Menu



4. Press Open Apple-Escape to display the new TimeOut Menu with the 14 One Touch applications (see *Figure 3*). Pressing the Tab Key will cycle among your TimeOut Menus.

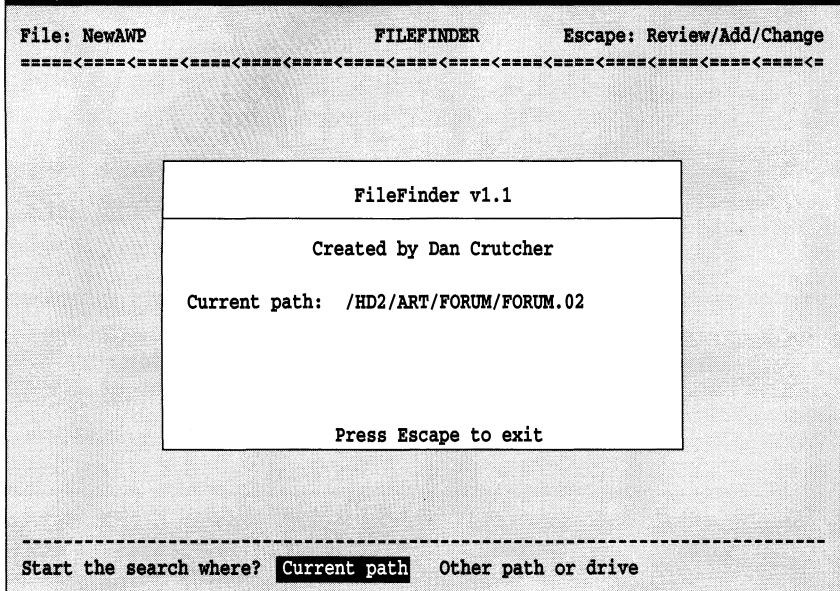
If you use this method, you must leave the One Touch disk in the drive unless you use the TimeOut Utilities to load the applications into memory.

Method 2: You can copy the TimeOut files from the One Touch disk into the subdirectory that contains your other TimeOut applications. (Option #4 on AppleWorks’ File Activities Menu will help you do this.) Then re-start AppleWorks. The One Touch

Do not re-arrange the printed stack of paper. Just turn it end-for-end so the tops of the pages are pointed into the paper tray and the text of page 1 is facing up (presuming that the printer’s paper path will turn each sheet over before printing). Then press a key and AppleWorks will print the even-numbered pages. If your document has an odd number of pages, the printer will eject the last page (this may not work on all makes of printers, but the printer itself should have a paper eject or reset button, if needed).

Try “IW Two-Side” with an ImageWriter: This version works the same way, except that it prints the

Figure 4: FileFinder



odd pages in normal order, and you must remove the pages without separating them and feed them back into the printer so the back of page 1 is the first to print again. Include an extra blank sheet at the end of the string of pages or your printer's "Paper Out" signal may halt the printing before the end of the last page.

FileFinder

FileFinder searches your disks for any file you specify. The opening screen automatically displays the current path but lets you begin the search with any other disk or path (see *Figure 4*).

You choose the starting path, enter the filename or partial filename you want to find (the case of the text is unimportant), and indicate whether the text you entered should match "Anywhere" in the filename; at the "Beginning only", at the "End only", or "Full (Exact) only" (an exact match). Then you begin searching or define additional search criteria.

To specify modification date options, begin by specifying the filetype in response to the "All filetypes, WP, DB, SS, or Text" prompt. Then enter the earliest date you want to consider in response to the "Files modified on or after (MM/DD/YY)" prompt.

Finally, indicate whether you want to search all the subdirectories or only the path you specified.

AppleWorks performs the search and announces each match with a series of beeps. You can add the found file to the desktop or continue searching for the next match. An unsuccessful search generates a mournful signal from AppleWorks.

Hangman

Here is an entertaining version of the classic word game, complete with music and animation – all in AppleWorks! The word processor file "hangman.names" on the One Touch disk, contains the celebrity names you will try to guess. You must copy this file to a subdirectory in your AppleWorks path called FILES (for example, to /HARD1/APPLE-

WORKS/FILES). If you don't have such a subdirectory, create one now.

When you start the game, AppleWorks creates a temporary file called "Hangman.file" where the game is played. Select the method of determining the "mystery word": "Auto-select" or "Manual entry". If you choose "Auto-select", a small spinner whirls on the screen while AppleWorks searches the "hangman.names" file. Press the Escape Key to tell it when to stop. If you prefer "Manual entry", enter the mystery word at the prompt.

AppleWorks then displays the familiar hangman gallows along with dashes that represent the letters of the mystery word (see *Figure 5*). There is also a letter entry box that displays all your previous choices and a counter that records how many guesses you make. To tell you more about the game would spoil the fun, so try it – you'll like it!

Load Workset

Here is the easiest way yet to add a set of related files to the desktop. For instance, if you regularly use a data base, an associated glossary file, a help file, and a related worksheet, Load Workset can add all four files to the desktop in a single operation.

The three desktops in AppleWorks 4 and 5 accept up to 36 files in a "workset". You can define up to 99 such sets, and files can be included in more

AppleWorks Primer...

than one set. Complete instructions are in the "Workset Docs" file in the Extras directory on the One Touch disk.

The operation itself is simple. Each workset (group of files) is identified by a two-digit number (01-99). Choose "Load Workset" from the TimeOut Menu, and enter the number of the workset you want. AppleWorks warns you if you do not have enough memory or if too many files are already on the desktop.

Early One Touch Commands disks shipped with a buggy version of this application. If your TO.LOAD.WORKSET file is dated before 11/22/93, you have the buggy version; call Quality Computers for a free replacement.

Number2Words

Ever want to spell out a dollar figure like a check-writing program does? This program will do it for you in any of the three AppleWorks modules. Put the cursor where you want the words to appear and select Number2Words from the TimeOut Menu. Respond to the prompt with the number to convert, with or without decimals (limited to two places). If you include decimals, Number2Words adds the word "cents" at the end of the text.

oa-H Swap

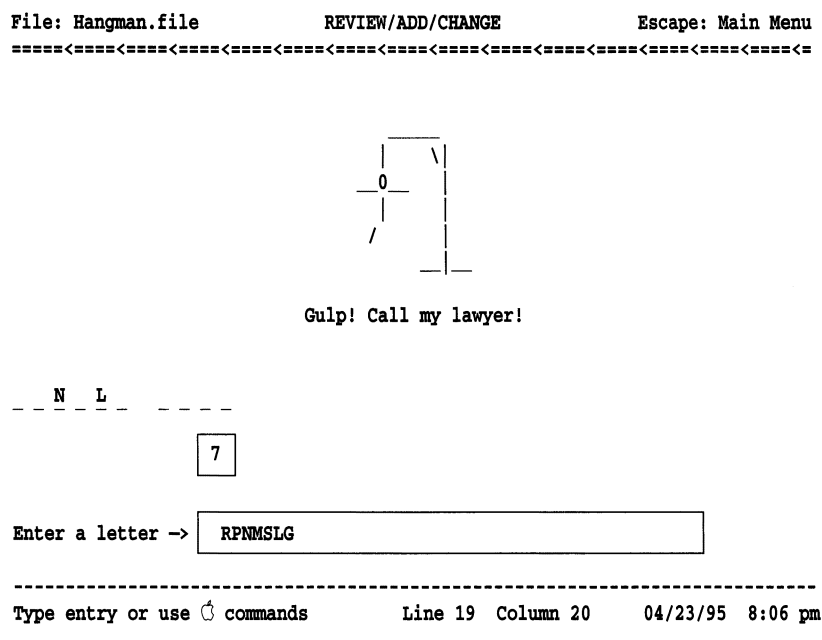
oa-H Swap swaps your current Open Apple-H printer with any other printer installed in your copy of AppleWorks. The application is particularly useful for those of us who need to direct screen dumps to different printers. The change is temporary and lasts only for the current AppleWorks session.

Pop-Up Calc

Call up this simple, one-line calculator and you can add, subtract, multiply, and divide numbers within AppleWorks. You can display its result onscreen or print it to the current file.

The calculator performs arithmetic operations from left to right. It evaluates parenthetical expressions as a whole before operating on them.

Figure 5: Hangman Screen within AppleWorks



PrintClip and SaveClip

PrintClip and SaveClip make it easy to print or save a portion of your document.

To print some lines from an open word processor document, put the cursor where you want the clipping to start, choose PrintClip from the TimeOut Menu, highlight the text you want to print, and press the Return Key. PrintClip will print on your oa-H printer.

SaveClip works in a similar manner, but saves the clipping to disk instead of printing it. After highlighting the clipping, enter a name for the file (SaveClip offers an identifying suffix: .CLP). Type carefully because you cannot use the Delete Key to clear a typographical error, although you can abort the operation by pressing the Escape Key. Then choose the location where you will save the file.

Print Label

Print Label lets you print a single mailing label from a data base file on any one of your printers. To use Print Label, you create a mailing label report format. Then you open your data base, move to the record you want to print, and choose Print Label from the TimeOut Menu. Print Label will open the chosen record and prompt you to move

Figure 6: Typing Speed Screen

```
File: SpeedTest          SPEEDTEST          Escape: Main Menu
=====
Speedmeter
=====
My name is William C. Nelken. I live at 1675 Grand Avenue in
San Rafael.
=====
Time typed : 0 minutes, 15 seconds.
Number of key hits : 72
Average per second : 5
Average per minute : 342

-----
Press Space Bar to continue                               3646K Avail.
```

Figure 7: Boxed Text

```
File: NewAWP          REVIEW/ADD/CHANGE          Escape: Main Menu
=====
-----Centered

      This is a centered box.

-----Unjustified

      This is
      a normal box

-----
Type entry or use ⌘ commands          Line 20 Column 28          04/19/95 3:01 pm
```

the cursor to the mailing address category (street or P.O. Box). Press Open Apple-Return to confirm your choice. Select the mailing label report format. Finally, select the printer you want to use.

Screen Color

Bored with your AppleWorks screen display? Screen Color lets you change the border, background, or text on your Apple IIGS screen to any of 14 colors. But be careful not to make the text and background the same color; you won't be able to read the menubar again to change them back! It's all temporary though. Rebooting your system restores your standard color scheme.

Typing Speed

Here's a typing speed test for AppleWorks. Typing Speed creates a new word processor file. Press any key to start the timer, then begin typing. When you're finished, press Open Apple-Return to stop the test and print your score (see *Figure 6*).

Boxdraw

Boxdraw draws boxes around text in a word processor file. You identify the upper left corner and the lower right corner of the box by moving the cursor and pressing the Return Key. Then indicate whether the text you're framing is centered with the Printer Option command. Voilà! Framed text (see *Figure 7*).

Unfortunately, Boxdraw does not let you draw beyond the current screen lines. The number of usable lines can be further limited because Boxdraw first zooms in to expose all the printer format commands on the screen. However, what it does is quick and easy.

Conclusion

As you can see, UltraMacros turns AppleWorks into an "open environment" that invites enhancements from third party developers. The many command sets already available for AppleWorks

add significant flexibility and power to the program. And developers continue to stretch the boundaries that make AppleWorks our favorite Apple II program.

[Will Nelken, the pastor of a church in San Rafael, California and a NAUG Members Helping Members volunteer, is the primary developer of the applications on the One Touch Command Disk.]

[The "One Touch Command" Disk costs \$14.95 from Quality Computers, 20200 Nine Mile Road, St. Clair Shores, MI 48080; (800) 966-1508; Fax: (810) 774-2698.]

How to Evaluate Your Diet with AppleWorks

by Cynthia E. Field

This month's template can help you evaluate the nutritional content of the foods you eat. The template calculates a number of important variables, including the percentage of a food's caloric content that is derived from fat. The template also provides a summary of the calories and nutrients consumed in a single meal or during a day or week. The template performs within-record calculations and thus requires AppleWorks 4.0 or later.

Over the last ten years, we have increasingly recognized the importance of diet on our health and longevity. The recent controversy surrounding the fat content of so-called "lowfat" milk has made us even more attentive to the nutritional value of the foods we eat.

Although nutrition is a complex subject, it is often oversimplified. Of course, a good rule of thumb is to enjoy a variety of foods while avoiding excessive amounts of saturated fat and other potentially harmful nutrients. But there is so much nutritional information available that it is hard to know exactly what you are eating without some help.

That is the purpose of this month's template, which keeps track of the nutritional content of the foods you eat. Then it calculates the amount of calories and nutrients you consume. You can use the template to study an individual food, a single meal, or a day's intake. The template will help you monitor your caloric intake and the amount of cholesterol in your diet. It can be particularly helpful for vegetarians and others on special diets who must choose their foods carefully if they are to maintain a balanced diet.

Figure 1: Foods Data Base Record

File: Foods	REVIEW/ADD/CHANGE	Escape: Main Menu
Selection: All records		
Record 1 of 1 (1 selected)		
=====		
Food:	Class: -	
NUTRITIONAL INFO: -		
Calories: -	Protein(g): -	Carbohydrate(g): - Fat(g): -
Saturated Fat(g): -	Cholesterol(mg): -	Sodium(mg): -
FAT ANALYSIS: -		
% Calories from Fat: -		
AMOUNTS CONSUMED: -		
# Servings: -		
Total Calories: -	Protein (g): -	Carbohydrate (g): -
Fat (g): -	Saturated Fat (g): -	Cholesterol (mg): -
Sodium (mg): -		
-----3.07M Avail.		
Type entry or use ⌘ commands		04/27/95 9:58 am

Overview

The template consists of two data bases. The Foods data base (see Figure 1) contains three sections: NUTRITIONAL INFO, FAT ANALYSIS, and AMOUNTS CONSUMED. You can get the nutritional information from the labels found on most foods and from the U.S. Department of Agriculture *Handbook No. 8: Composition of Foods*, which is out of print but is available in most libraries. The *Handbook* contains table after table of nutritional data for raw and processed foods – including

Figure 2: Sample Food Record

File: Foods.SAMPLE	REVIEW/ADD/CHANGE	Escape: Main Menu
Selection: All records		
Record 4 of 6 (6 selected)		
=====		
Food: Garelick Farms lowfat milk	Class: dairy	
NUTRITIONAL INFO: -		
Calories: 130	Protein(g): 8	Carbohydrate(g): 1
Saturated Fat(g): 3	Cholesterol(mg): 2	Fat(g): 5
Sodium(mg): 125		
FAT ANALYSIS: -		
% Calories from Fat: 35%		
AMOUNTS CONSUMED: -		
# Servings: 3		
Total Calories: 390	Protein (g): 24	Carbohydrate (g): 3
Fat (g): 15	Saturated Fat (g): 9	Cholesterol (mg): 6
Sodium (mg): 375		
-----3.07M Avail.		
Type entry or use ⌘ commands	04/27/95 10:32 am	

calories and selected nutrients for the number of servings you specify. For example, the AMOUNTS CONSUMED section in *Figure 2* shows the nutritional impact of three servings of lowfat milk.

You will also use this information in the data base's "Analysis" report (see *Figure 3*). To generate the report, you will switch from single-record layout to the multiple-record layout in *Figure 4*. There you will "check off" the foods you have eaten by entering a value greater than zero as the number of servings. As you can see from *Figure 3*, the report's record selection rule uses information for the foods you consumed to summarize the day's intake of calories and nutrients.

seafood, fruits, vegetables, beverages, and even offbeat comestibles like "turtle". You can also find nutritional information in many of the popular books on nutrition and diet available in well-stocked bookstores.

The FAT ANALYSIS section calculates the percentage of calories derived from the fat in that food. This is important information because high-fat diets have been implicated in atherosclerosis, breast cancer, and other diseases. What's more, each gram of fat has more than twice as many calories as a gram of protein or carbohydrate. Nutritionists generally recommended that less than 30% of your daily caloric intake come from fat. The Foods template helps you target those foods that you need to watch.

Figure 2 shows the completed record for one brand of lowfat milk. At first glance, you might conclude that there is more protein than fat in the milk, and that is true on a gram-by-gram basis. But the template reveals that 35% of lowfat milk's calories come from fat.

While food labels provide information about the calories and other nutrients in a single serving, many of us indulge in more than one serving of our favorite foods. The AMOUNTS CONSUMED section of each record calculates the total number of

Food Classes Data Base

The second data base is a "Food Classes" data base, a glossary file that makes it easier to categorize each food. Once you create the file, you will press Apple-G in the "Class" category of the Foods data base and AppleWorks will display a list of different food classes (for example, "cereals", "dairy", or "seafood"). When you "check off" the foods you eat, your template will tell you if your diet is balanced across the different food groups.

Starting the Foods Data Base

Follow these steps to create the Foods data base:

1. Launch AppleWorks 4.x or 5.x and start a new data base from scratch. Name the file "Foods".
2. Create the 21 categories listed in *Figure 5*. Type the category names exactly as they appear in the figure. (The missing space between the nutrient name and unit of measure in the NUTRITIONAL INFO categories (such as "Protein(g)") will help you distinguish between the similarly named categories in the AMOUNTS CONSUMED section of the record. You will appreciate this difference when you enter formulas later in this tutorial.) [Ed: AppleWorks 5.x users: Do not create the NUTRITIONAL INFO, FAT

My Favorite Template...

Figure 3: Food Analysis Report

File: Foods									Page 1
Report: Analysis									5/24/95
Selection: # Servings > 0									
Food	# Serv	Total Cal	Protein (g)	Carbohydrate (g)	Fat (g)	Saturated Fat (g)	Cholesterol (mg)	Sodium (mg)	
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Mueller's elbow macaroni	1	210	7	4	1	0	0	0	
Kellogg's Frosted Mini-Wheats	1	190	5	4	1	0	0	0	
Ragu spaghetti sauce	2	160	4	2	7	0	0	1640	
Garellick Farms lowfat milk	3	390	24	3	15	9	6	375	
Minute Brand white rice	2	240	6	4	0	0	0	10	
Diet Pepsi	2	0	0	0	0	0	0	50	
		1190*	46*	17*	24*	9*	6*	2075*	

ANALYSIS, and AMOUNTS CONSUMED categories.]

I wanted the categories to fit on a single screen, so I selected only the nutrients that I track. Most food labels provide information about other nutrients including iron, calcium, and even dietary fiber. You can track as many nutrients as you want by creating additional categories. Remember to add your new categories to both the NUTRITIONAL INFO and AMOUNTS CONSUMED sections of the data base.

I wanted to keep the sections of the template visually distinct, so I created three empty category names to serve as labels: "NUTRITIONAL INFO", "FAT ANALYSIS", and "AMOUNTS CONSUMED". When you enter nutritional data from food labels, you will use the Tab Key to skip these categories. *[Ed: AppleWorks 5.x users will add these labels as text to the screen in step #3 below.]*

- Switch to single-record layout, press Apple-L, and arrange the categories so they match the coordinates in Figure 5. *[Ed: AppleWorks 5.x users: Press Apple-L, then Apple-B, and insert the "NUTRITIONAL INFO", "FAT ANALYSIS", and "AMOUNTS CONSUMED" labels*

Figure 4: Multiple Record Layout

File: Foods	REVIEW/ADD/CHANGE	Escape: Main Menu
Record 6 of 6 (6 selected)		
Selection: All records		
# Servings	Food	Class
-----	-----	-----
0	Minute Brand white rice	cereals
1	Mueller's elbow macaroni	pasta
2	Kellogg's Frosted Mini-Wheats	cereals
1	Ragu spaghetti sauce	sauses
3	Garellick Farms Lowfat Milk	dairy
0	Diet Pepsi	soft drinks
		-----3.06M Avail.
Type entry or use ⌘ commands		04/25/95 2:41 pm

as text on the screen.] Then press the Escape Key to return to data-entry mode. Your screen should look like the example in Figure 1.

Creating the Food Classes Glossary File

Next, you will create the "Food Classes" data base. This is a glossary file in which each record contains the name of a single food category or "class". Follow these steps to create the glossary:

- Start a new data base named "Food Classes".

Figure 5: Categories, Coordinates, and Modify Rules Settings

Category	Coordinates	Modify Rules
Food	1,1	
Class	40,1	Glossary ["Food Classes" DB]
NUTRITIONAL INFO	1,3	
Calories	1,4	
Protein(g)	20,4	
Carbohydrate(g)	40,4	
Fat(g)	65,4	
Saturated Fat(g)	1,5	
Cholesterol(mg)	25,5	
Sodium(mg)	50,5	
FAT ANALYSIS	1,7	
% Calories from Fat	25,8	Formula: [Fat(g)]*9/[Calories]
AMOUNTS CONSUMED	1,10	
# Servings	1,11	
Total Calories	1,13	Formula: [Calories]*[# Servings]
Protein (g)	25,13	Formula: [Protein(g)]*[# Servings]
Carbohydrate (g)	50,13	Formula: [Carbohydrate(g)]*[# Servings]
Fat (g)	1,14	Formula: [Fat(g)]*[# Servings]
Saturated Fat (g)	25,14	Formula: [Saturated Fat(g)]*[# Servings]
Cholesterol (mg)	50,14	Formula: [Cholesterol(mg)]*[# Servings]
Sodium (mg)	1,15	Formula: [Sodium(mg)]*[# Servings]

2. Create a single category called "Class".
3. Switch to single record layout and create a separate record for each food category in *Figure 6*. You can add or substitute other classes of foods such as "condiments", "pastries", or "salad dressings". [Ed: Nutrition teachers may want to use just the basic food groups for their categories.]
4. In multiple-record layout, put the cursor in the first record and use Apple-A to arrange the records alphabetically "From A to Z". Delete any empty records.
5. Save the data base. Keep a copy of Food Classes on your desktop.

Modifying Categories

Now you are ready to "attach" the glossary to the "Class" category and enter the formulas. Continue as follows:

1. Switch back to the Foods data base, tab to the "Class" category, press Apple-O, select "Modify Rules", then "Glossary". Select the Food Classes data base. Then press the Escape Key to return to the Options Menu.
2. Now enter the formulas for the eight categories with formulas in the "Modify Rules" column in *Figure 5*. Follow these steps to enter each formula:
 - A. Press the Tab Key until "% Calories from Fat" appears after "Category:" near the top of the Options screen. (Press Apple-Tab to back up to the previous category if you "overshoot" the "% Calories from Fat" category.)
 - B. Select "Modify Rules", "Formula", and "Formula" a second time.

My Favorite Template...

- C. Type the formula in *Figure 5*. You can use the Apple-C command to enter the category names in the formula. Be sure to choose the nutrient categories from the NUTRITIONAL INFO section. Those are the categories that lack a space between the nutrient name and unit of measure.
- Check your typing. Then press the Return Key.
- D. Press the Escape Key to return to the Options Menu.
- E. Select choice #3, "Set Formatting". Then set the "Format" to "Percent" and the "Decimal Places" to zero.
- F. Repeat steps A through D and enter the remaining formulas. ("% Calories from Fat" is the only category that you format.)
- Figure**

File: Food
Record 1 of 1
Selection:

Class
=====

cereals
cookies & c
dairy
eggs
fish & sea
meat
miscellaneous
pasta
sauces
snacks
soft drinks
soups
vegetables

Type entry

Entering Sample Data

Next, you will enter sample data into the Foods template. You will create a new record for each food you eat. Don't overlook any foods. For instance, if you butter your toast, you should create two records: one for the butter and another for the bread. Even "no-cal" foods like diet soft drinks can have an impact on your diet. For instance, Diet Pepsi has no calories or major nutrients, but it does contain sodium. If you are on a sodium-restricted diet, you may need to watch your intake of these types of beverages. The more complete your foods data base, the better you will be able to track your dietary intake.

Follow these steps to enter your data:


1. Enter the nutrition information from the labels on the boxes, bottles, and other food containers in your pantry and refrigerator. Or, if you prefer, enter the sample label information from *Figure 7*. Remember to enter information only in the NUTRITIONAL INFO section of each record. Press Apple-G with the cursor in the “Class” category to display the glossary of food classes.

Figure 6: Food Classes Data Base

```

File: Food Classes          REVIEW/ADD/CHANGE          Escape: Main Menu
Record 1 of 13  (13 selected)
Selection: All records

Class
=====
cereals
cookies & crackers
dairy
eggs
fish & seafood
meat
miscellaneous
pasta
sauces
snacks
soft drinks
soups
vegetables

-----3.07M Avail.
Type entry or use  commands          04/25/95  2:18 pm

```

2. Use Apple-K to calculate the “Entire file”. When you browse through the records, you will see that the “% Calories from Fat” category contains new, calculated information for each food.
3. Type “2” in the “# Servings” category for any food. Use Apple-K to calculate “This record”. The values that appear in the AMOUNTS CONSUMED section should be double the values in the NUTRITIONAL INFO section.
4. When you are satisfied that the formulas are working correctly, continue entering food label information into your data base. Save the data base as it grows.

Creating the ANALYSIS Report

Finally, you will create the “Analysis” report which totals the nutritional components of your diet. Follow these steps:

1. In multiple-record layout, use Apple-L to “Change the existing record layout”. Delete all the categories except “Food”, “Class”, and “# Servings”.
2. Use Apple-< (Less Than) to move the “# Servings” category to the far left.

Figure 7: Sample Food Label Information

Food	Class	Calories	Protein	Carbohydrate	Fat	Saturated Fat	Cholesterol	Sodium
Mueller's elbow macaroni	pasta	210	7	4	1	0	0	0
Kellogg's Frosted Mini-Wheats	cereals	190	5	4	1	0	0	0
Ragu spaghetti sauce	sauces	80	2	1	3.5	0	0	820
Garelick Farms lowfat milk	dairy	130	8	1	5	3	2	125
Minute Brand white rice	cereals	120	3	2	0	0	0	5
Diet Pepsi	soft drinks	0	0	0	0	0	0	25

- Make the three categories 11, 30, and 30 characters wide, respectively.
- Press the Escape Key and choose "Down (standard)" for the cursor direction.
- Type the number of servings for the foods you hypothetically (or actually) consumed today under the "# Servings" category. Skip the foods that you did not eat. [Ed: The "# Servings" category for those foods must be blank or contain a zero.]
- Use Apple-P to create a new "tables" report from scratch. Name the report "Analysis".
- Delete all the categories except the nine categories in Figure 3. (These are "Food" and the eight categories in the AMOUNTS CONSUMED section of the data base.)
- Narrow or widen the categories as needed. Their combined width should not exceed 136 characters.
- Use Apple-R to create the record selection rule: "# Servings is greater than 0".
- Use Apple-T to total all the categories except "Food" and "# Servings". Enter "1" as the number of blank spaces after each category.
- Use Apple-O to set "characters-per-inch" to "17". That setting will accommodate a report width of 136 characters.
- Print the report. It will automatically tally the number of calories and the amount of protein, carbohydrate, fat, saturated fat, cholesterol, and sodium that you consumed. A sample report appears in Figure 4.
- Save your data base.

Conclusion

Sometimes it takes a wake-up call like the recent "lowfat milk" controversy to remind us about the importance of good, balanced nutrition. Whether you are watching your diet because of a medical condition or you just want to manage your intake as a preventive measure, this month's template can provide a complete picture of the foods you eat.

[Dr. Cynthia E. Field holds a Ph.D. in food and resource chemistry from the University of Rhode Island. She is the Contributing Editor of the AppleWorks Forum.]

[Ed: Working copies of the Foods and Food Classes data bases appear on this month's NAUG on Disk, which costs \$10 from NAUG. NAUG on Disk requires a 3.5-inch disk drive. The templates require AppleWorks 4 or later.]

The **National AppleWorks Users Group (NAUG)** is an association dedicated to supporting AppleWorks users. NAUG provides technical support and information about AppleWorks and enhancements to that program. Our primary means of communicating with members is through the monthly newsletter entitled the **AppleWorks Forum**.

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How to Set Up a “Quick-Pick” List

by Keith Johnson

AppleWorks users often find themselves working repeatedly with the same set of files. Bury those files two or three subdirectories deep on your hard disk and you will appreciate any easy way to load the files onto your desktop.

Starting with AppleWorks 4.0, the developers of AppleWorks built in features to speed things up. For example, AppleWorks 4.x lets you create a menu with your favorite pathnames and then use the menu to change the active pathname.

AppleWorks 5 takes a different approach. It automatically saves the location of the nine most recently loaded files, and places those filenames and pathnames in a handy menu. Of course, if you use some files that you normally don't load into memory, they take the place of the previously listed files and you temporarily lose some of your favorite files from the menu.

The macros in *Figure 1* offer a third alternative. They let you store the names and locations of up to ten files of your choice. Then you can add any of the files to the desktop with just three or four keystrokes. You can change any of the listed files at any time.

These macros require AppleWorks 4.0 or higher and Ultra 4 or higher. You can rewrite them to work with earlier versions, but the resulting macros are longer and more complex.

How to Use the Macros

1. Type the three macros in *Figure 1* into your macro file. You can change the keystrokes assigned to any of the macros. Make sure you include the periods that prefix each of the dot commands.

2. Compile your macro file as usual, but don't save it as a default set yet. Instead, press <ba-Z>. That will create an initial variable set called “QuickList” and save QuickList in your AW.INITS directory.
3. Remove the <ba-Z> macro from your macro file. Recompile that file and save it as your default set. (For step-by-step directions, see the sidebar entitled “How to Add a Macro”.)
4. To add a filename to the QuickList, add the file to the desktop and press <ba-R> (for “Remember”). The macro will display a list of the ten possible “slots” with the empty slots shown as “--”. Choose one of the ten by typing its number or by using the arrow keys and pressing the Return Key. The macro will store the current filename and its pathname. If you choose a slot that has a filename, the macro will replace that name with the new one.

**“ Here's the
quickest
way yet to
add files
to your
desktop.”**

If this file has never been saved, it has no associated pathname. The macro will detect this and display an error message. You have to save the file, remove it from the desktop, and re-load it manually before re-running the macro. The macro will also display an error message if you launch the macro from anywhere but within a file (for

instance, from the Main Menu).

5. To load a file from the QuickList, press <ba-P> (for “Pick”). The macro will display the list. Choose one of the ten options and the macro will load the file onto your desktop. If there is no file in that slot or if your desktop is full, the macro will display an error message.

Figure 1: Macros that Create and Use the "Quick-Pick" List

```

<ba-Z>:<all><
for i = 70 to 89:
$(i) = "---":
next i:
.savevar "QuickList">!
{ Define a macro that zeros out the list. }
{ Define the parameters and start the loop. }
{ Define the pathname as "---". }
{ Repeat the loop. }
{ Save the variable set. }

<ba-R>:<all><
$1 = .getfpath:
$2 = .peekstr $c56:
if $1 = "" bell:
msg ' Get into a file first. (press a key) ':
k = key:
msg "":
stop:endif:
if $1 = "none" bell:
msg ' Save the file first. (press a key) ':
k = key:
msg "":
stop:endif:
.loadvar "QuickList",170:
.loadvar "QuickList",180:
.cls 1:
.box 10,4,55,12,0:
msg "Choose where you want to put " + $2 + " (Esc to quit) ":
.makemenu 12,6,80,10,1,1:
if z = 0 oa-Q:rtn:stop:endif:
z = z + 79:
$(z) = $2:
z = z - 10:
$(z) = $1:
msg " (Saving " + $2 + " )":
.savevar "QuickList":
msg "":oa-Q:rtn>!
{ Define a macro that remembers the filename. }
{ Store the current pathname. }
{ Store the current filename. }
{ Check if the pathname is present. }
{ If not, warn the user... }
{ ...get a keypress from the user.... }
{ ...erase the message... }
{ ...and stop the macro. }
{ Check for a usable pathname. }
{ If not a usable pathname, warn the user.... }
{ ...get a keypress... }
{ ...erase the message... }
{ ...and stop the macro. }
{ If all is well, load the pathname strings. }
{ Load the filename strings. }
{ Clear the screen. }
{ Draw a box (optional). }
{ Display these instructions. }
{ Create the menu. }
{ If the user pressed the Escape Key, stop the macro. }
{ Re-define z to use for the pathname. }
{ Define the pathname string. }
{ Re-define z to use for the filename. }
{ Define the filename string. }
{ Display this message. }
{ Save the changed variable set. }
{ Erase the message and go to the Main Menu. }

<ba-P>:<all><
n = peek #filecount:
if n > 11 bell:
msg ' Sorry, desktop is full. (press a key) ':
k = key:
msg "":stop:endif:
.loadvar "QuickList",170:
.loadvar "QuickList",180:
.cls 1:
.box 10,4,55,12,0:
msg "Choose which file to load (Esc to quit). ":
.makemenu 12,6,80,10,1,1:
if z = 0 oa-Q:esc:stop:else:
z = z + 69:
$1 = $(z):
z = z + 10:
$2 = $(z):
if $2 = "---" bell:
oa-Q:esc:
msg ' No file in that slot. ':
stop:endif:
oa-Q:esc:
rtn>2<rtn:
up:rtn:
oa-Y:
print $1:rtn:
$0 = $2:find:rtn>!
{ Define a macro that picks a file to load. }
{ Check the number of desktop files. }
{ If the desktop is full, warn the user... }
{ ...display this error message... }
{ ...wait for a keypress... }
{ ...erase the message, and stop the macro. }
{ If all is well, load the pathname strings. }
{ Load the filename strings. }
{ Clear the screen. }
{ Draw a box (optional). }
{ Display these instructions. }
{ Create the menu. }
{ If the user pressed the Escape Key, stop the macro. }
{ Re-define z to use for the pathname. }
{ Define the pathname string. }
{ Re-define z to use for the filename. }
{ Define the filename string. }
{ If that name isn't defined, beep... }
{ ...go to the Main Menu... }
{ ...warn the user... }
{ ...and stop the macro. }
{ If all is well, go to the Main Menu. }
{ Choose "Add files from different disk". }
{ Choose "From ProDOS directory". }
{ Erase the current pathname. }
{ Enter the correct pathname. }
{ Find the desired file and load it. }

```

My Favorite Macro...

Technical Details

The macros use string variables \$70-79 to store pathnames and \$80-89 to store the filenames. <ba-R> uses the <.savevar> command to save these strings as part of a variable set called "QuickList". When the macros need that information, they retrieve those 20 strings with the <.loadvar> commands.

"QuickList" must be initialized so all 20 strings contain "--" because the <.makemenu> command does not deal correctly with empty variables. Thereafter, the macros look for "--" to detect the absence of a real pathname.

The pathname associated with a new file is "none". The macro looks for this condition and tells you to save the file first. Even this won't supply a pathname: you have to remove it from the desktop and re-load it before re-running the macro.

The macro assumes that the pathnames will be available when necessary. If you aren't using a hard drive, be sure the correct disk is in a drive before running the macro. This kind of macro is most useful for hard drive owners who use sub-directories, anyway.

Conclusion

There are more sophisticated menu functions in Ultra 4 that can create fancier menus. But those also use more space in a macro table. You can revise the macros when you feel the need for a more elegant interface.

[Keith Johnson is Associate Director of the Fleischmann Planetarium at the University of Nevada.]

[A working copy of the macros appears on the June / July issue of NAUG on Disk. The macros require AppleWorks 4.0 or later. AppleWorks 4.x users need Ultra 4 or later to compile the macros. NAUG on disk costs \$10 from NAUG and requires a 3.5-inch drive.]

How to Add a Macro

Follow these steps to add macros to your default macro set (AppleWorks 4 users need UltraMacros 4.3 or later to add macros to the default set supplied with AppleWorks.):

1. If you are using AppleWorks 4 and UltraMacros 4.3, skip to step #3B. If you are using AppleWorks 5, skip to step #3C. Otherwise, create a new word processor document called "Macros".
2. Press Open-Apple Escape to access the TimeOut Menu. Then select "Macro Compiler" or "UM 4.0 Compiler". If your TimeOut Menu displays "Ultra Compiler", you should skip to step #3B (you're using AppleWorks 4) or step #3C (you're using AppleWorks 5).
3. A. Select choice #2, "Display current macro set", and press the Return Key. The UltraMacros Compiler will convert your macros into word processor format and display the macros in the "Macros" document. If the Compiler displays the message "This macro set may not be displayed.", you are using AppleWorks 4 and should perform step #3B.
B. AppleWorks 4 / UltraMacros 4.3 users only: Add the file Default.Macros from the /EXTRAS/MACROS disk to your desktop. (This is the file UltraMacros uses to store your default macros.) Press Apple-N and re-name the file "Macros".
C. AppleWorks 5 users only: Add the file AW5 Macros from the /EXTRA/MACROS disk to your desktop. Press Apple-N and re-name the file "Macros".
4. Put the cursor on the line above the macro labeled "A." and type the macro in *Figure 1* into the document. Check your typing *carefully*.
5. Press Apple-S to save your work in case something goes wrong.
6. Once again, access the TimeOut Menu. Select "Macro Compiler", "UM 4.0 Compiler", or "Ultra Compiler".
7. Highlight choice #1 ("Compile a new set of macros") and press Open-Apple Return. Correct any errors identified by the compiler.
8. Test the new macros.
9. Now you will save the revised set of macros as your default set. Press Open-Apple Escape to access the TimeOut Menu and select "Macro Options", "Ultra 4.0 Options", or "Ultra Options".
10. Select "Save macro table as default set" and press the Return Key. When asked if you want to activate the auto-startup macro, respond "Yes". In the future, UltraMacros will install your revised set of macros each time you launch AppleWorks.

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